



Idaho MVMC & FDS Timesheet Instructions

Ensure the timesheet is accurate, legible and submitted on time, according to the Payment Schedule. All entries should be made within the boxes and black ink is preferred. If the letters or numbers are not within the boxes or are not clear, and/or the timesheet is submitted after the scheduled due date, this will result in late payment.

Use the checklist below to assist with ensuring the timesheet is correct before it is submitted.

- Employee Name is clear (**LAST NAME, FIRST NAME**)
- Employee ID is clear
- Participant Name is clear (**LAST NAME, FIRST NAME**)
- Participant ID is clear
- Employee signed and dated
- Participant or Legal Guardian signed and dated
- Service Dates (the date the services were provided) are listed in format: MM/DD/YYYY
- Time In (time the employee began working) is clear
- Time Out (time the employee finished working) is clear
(Note: a workday is from 12:00am to 11:59pm)
- AM's and PM's are clearly filled in
- *Service Code is provided:
 - **SBS, SB2, SB3** for "Support Broker Support"
 - **PSS, PS2, PS3** for "Personal Support "
 - **JSS, JS2, JS3** for "Job Support"
 - **TSS, TS2, TS3** for "Transportation Support"
 - **LSS, LS2, LS3** for "Learning Support"
 - **RSS, RS2, RS3** for "Relationship Support"
 - **ESS, ES2, ES3** for "Emotional Support"
 - **SNS, SN2, SN3** for "Skilled Nursing Support"

*Use the modifier with the service letters when the CSW is being paid more than 1 rate of pay per service code. Contact Acumen if you have approved 2:1 staffing for service codes. Please see the Employment Agreement Instructions for further detail.

Fax, email, or mail the timesheet by the due date provided on the Payment Schedule. If you have any questions, contact our Customer Service team at (866) 496-9139.

Mail: 5416 E. Baseline Rd, Suite 200, Mesa, AZ 85206
Fax: (855) 264-3290
Email: Payroll-ID@acumen2.net

Want to avoid the hassle of submitting paper time sheets? Check out Acumen's online based Web Time Entry system at <https://acumen.dcisoftware.com/>

5416 E. Baseline Rd., Suite 200
Mesa, AZ 85206
Phone: (866) 496-9139
Fax: (855) 264-3290
Customerservice@acumen2.net